

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2022 Spring (Feb 27, 2022— July 17, 2022)	
<u>Course Name</u>	Management Information System	
<u>Course Code</u>	BOP201	
<u>Course Type</u>	<input type="checkbox"/> General Education (Required)	<input type="checkbox"/> General Education (Elective)
	<input type="checkbox"/> Basic Disciplinary Course	<input checked="" type="checkbox"/> Professional Course (Required)
	<input type="checkbox"/> Professional Course (Elective)	<input type="checkbox"/> Professional Course (Expanded)
<u>Course Credits</u>	3	
<u>Course Hours</u>	48	
<u>Prerequisites</u>	None	
<u>Instructor</u>	Lucy You	
<u>Contact Information</u>	Office: C204	
	Office Number:(010)83951123	
	E-mail: you xiangyu@cueb.edu.cn	
<u>Office Hour</u>	W:8:00-9:45, TH:10:00-12:00, F:8:00-9:45	
<u>Learning Centre</u>	M:15:10—17:00, M:18:00—20:00	
<u>Grade/Section</u>	2020ACCA1/2020ACCA2/2020BA	
<u>Course Time/Place</u>	F:9:55-12:20/A101,W:9:55-12:20/A104,M:9:55-12:20/5#111	
<u>Textbook</u>		

Marshall B. Romney, Paul John Steinbart, 2016 , Accounting Information Systems, 12th Edition, Pearson Press, ISBN 978-7-300-23462-5

Reference Book

- 1 Financial Times
- 3 BBC News

Course Description

Management Information System is a course for training students to apply the related knowledge of management information system to the practice of enterprise management. Through the study of this course, students will be able to collect and process effective information and provide help for managers to make decisions. Students are able to design simple trading flow charts. Students will be able to use analytical tools to analyze the major risks faced by companies in managing transaction data. And be able to make recommendations to address the associated risks. In the teaching process, the theoretical knowledge of management information system is combined with specific cases of enterprises. To train students' ability to solve practical problems by means of writing narration, flowchart design and practical operation with computers.

Student Learning Objectives

After completing this course, students will be able to:

Knowledge:

Describe the data processing steps in expenditure cycles, revenue cycles, production cycles and human resource cycle.

Identify the company's exposure to assets and data.

Understand the basic concepts and terminology of management information system.

Explain the main transaction processes of the organization.

Capability

Analyse the main transaction processes of the organization.

Apply simple flow charts to show the main transaction processes of the enterprise.

Create a simple relational database and be able to query major trading information.

Mindset

Prudence in the design of business processes

Logical, accurate and realistic in the preparation of financial reporting system

Objectivity and responsibility in providing advice to management

Website Source

1. <http://www.ft.com/home/asia>

3. <http://bbc.co.uk>

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group Need to finish a PPT related to the topic which is given and hand in there late resources to the teacher before the presentation.

Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0-59

Exam Schedule

Midterm Test: Apr.25 -29(tentative)

Final Exam: June 20-24

Assessment of Student Performance

☞ Self-Study and Reading Ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the Teaching notes to class.

Topical Course Outline

Week	Date	Topics	Homework
1		Syllabus Chapter 1 1.1 Information Needs 1.2 Business Processes	—
		Chapter 1 1.3 Accounting Information systems Exercises for Ch 1	Practice
2		Chapter2 2.1 Transaction Processing:The Data Processing in input and Storage 2.2 Transaction Processing:The Data Processing in data processing and output Exercises for Ch 2	—
		Chapter 2 2.3 Enterprise Resource Planning(ERP) systems Exercises for Ch 2 (In the data input, pay attention to the students' responsibility, try to avoid input mistakes or valid information)	Practice
3		Chapter 3 3.1 Data Flow Diagrams Exercises	—
		Chapter 3 3.2 Flowcharts Exercises for Ch 3	Practice
4		Chapter 3 3.3 Flowcharts	—
		Chapter 4 4.1 Database Systems Exercises for Ch 4	Practice
5		Chapter 4 4.2 Relational Databases Exercises	—
		Chapter 4 4.3 Database Systems and the Future of Accounting (In terms of database design and query establishment, pay attention to cultivating students' prudence)	—

	Quiz	—
6	Chapter 5 5.1 Revenue Cycle Information System 5.2 Sales Order Entry 5.3 Chinese interpretation Exercises forCh5	Practice
7	Chapter 5 5.4 Shipping Exercises for Ch5	—
	Spring Sports	—
8	Chapter 5 5.5 Billing Exercises for Ch5	
	Chapter 5 5.6 Cash Collection	—
9	Labor Day Holiday	—
	Chapter 6 6.1 Expenditure Cycle Information System 6.2 Chinese interpretation Exercises forCh6	
10	Midterm-test(tentative)	—
	Chapter 6 6.3 Ordering Materials, supplies,and Services 6.4 Receiving	—
11	Chapter 6 6.5 Approving Supplier Invoices Chinese interpretation	—
	Chapter 6 6.6 Cash Disbursements Exercises for Ch6 (Focus on cultivating students' prudence in the design of transaction processing procedures, as well as cultivating students' ability to deal with threats)	Practice
12	Chapter 7 7.1 Production Cycle Information System	
	Chapter 7 7.2 Product Design 7.3 Planning and Scheduling 7.4 Chinese interpretation	—
13	Quiz	
	Chapter 7 7.5 Production Operations 7.6 Cost Accounting 7.7 Chinese interpretation	—

14	Chapter 8 8.1 HRM/payroll Cycle Information System 8.2 Payroll Cycle Activities 8.3 Chinese interpretation	
	8.4 Outsourcing Options: Payroll Service Bureaus and Professional Employer Organizations (Cultivate students' sense of responsibility in human resources positions)	—
15	Presentation (Depending on the course requirements, there may be a small amount of Chinese instruction)	
	Presentation (Depending on the course requirements, there may be a small amount of Chinese instruction)	
16	Final review	
	Q&A	

Note: 1. There are 16 teaching weeks in total for this course.

2. Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

3. A review in Chinese may be hold in class or during OH or LC in this semester.

Teacher's Office Hour

- ♦ The instructor's office hour is shown in the front of the office door.
- ♦ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Feb.28	Classes Begin
Mar.4	Last Day to Drop or Add a Course
Apr.5	Qing Ming Festival
Apr.22	Spring Sports
Apr.25 -29	Midterm Test (tentative)
May 1	Labor Day
June 3	Dragon-Boat Festival

June 20-24	Sophomore and Junior students' Final Exam
June 27-July17	Sophomore and Junior students' Social Practice
July11-15	Revision and Final Exam Period
July 18	Summer Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: _____

Department Head: _____



